

ANNOUNCEMENT NUMBER 12-081

OPENING DATE: 02 March 2012

FIRST CUT OFF DATE: 16 March 2012 and subsequent cut-off every 14 days

CLOSING DATE: OPEN UNTIL FILLED

**POSITION TITLE, SERIES AND GRADE: Housing Management Specialist,
(Regional Lodging Director – Navy Gateway Inns & Suites)
NF-1173-05**

WORK SCHEDULE: Regular Full Time (40) Hours per week

SALARY: \$72,000 to \$86,000 per year

**LOCATION: NAVY REGION EUROPE, AFRICA, SOUTHWEST ASIA, N9-HOUSING
DEPARTMENT, NAVY GATEWAY INNS & SUITES, NAPLES, ITALY**

DUTIES AND RESPONSIBILITIES:

The incumbent plans, organizes, administers and serves as the principal manager for Navy Gateway Inns & Suites (NGIS) lodging operations. The incumbent is responsible for all NGIS lodging spaces and facilities at all installations within the region's area of responsibility (AOR).

Responsibilities include but are not limited to: provide guidance and direction to establish program goals, objectives and measure performance; develop and implement policies, programs and procedures; NAF/APF financial management ensuring appropriate use of resources; adequately staffing each operation; planning work and special projects; addressing and resolving complaints/grievances; analyzing methods and/or results; implementing process improvements; direct the development and justification of the Capabilities Based Budget (CBB)/Program Operation Memorandum (POM) submissions; develop long-range plans; assess training requirements and provide/facilitate training; NAF budgeting; and monitor the development of plans/designs for NGIS renovations.

QUALIFICATION REQUIREMENTS:

The incumbent must have a minimum of 3 years Management experience in hospitality and have or obtain a Certified Lodging Manager (CLM) certification or equivalent within 12 months of being hired. Current Certified Hospitality Supervisor (CHS)/ Certified Lodging Manager (CLM)/Certified Hospitality Administrator (CHA) preferred.

Knowledge, Skills and Abilities:

1. Possess knowledge of Military lodging and or Hotel management policies and standards including safety, environmental and fire prevention regulations and practices. Must have knowledge of management procedures and front desk, housekeeping and maintenance principles and practices.
2. Must understand the daily operation of a hotel and have a working knowledge of the property management system.
3. Skills in developing directives, instructions, and procedures concerning the occupancy and utilization of housing facilities; conducting inspections and audits to identify project deficiencies; determining the impact of repairs, and scheduling or implementing the work with other organizational activities.
4. Knowledge of cost and funding control procedures and skill in the maintenance and control of expenditures to assure limitations are observed. Knowledge of project planning requirements and skill in developing recommendations and justification for major housing activities.
5. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests.

NOTE: Persons who are U.S. Citizens and also citizens of Italy are not employable in a U.S. Position.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.